



Community Engagement & Events Officer, Foundation - 1 position	Posting #: 53561
Foundation	Posting Date: July 26, 2024
St. Joseph's Hospital - London, ON	Submission Deadline: August 15, 2024
Temporary Full Time	Jennifer Pasichnyk, Human Resources
Non-Union	Salary Range: \$32.63 - \$44.86 /hour

This is a temporary full-time employment expected to extend until September 26, 2026, subject to the availability of work.

At no other time in history has health care mattered more to Canadians. At St. Joseph's Health Care London, we have a proud legacy of care across a wide variety of medical disciplines serving all ages and stages of life.

Supporting St. Joseph's mission, the Foundation raises philanthropic funds to advance the very best in care, teaching and research. With a strong focus on performance and best practice, and guided by a skilled Board and leadership team, St. Joseph's offers a positive, collaborative team environment and a competitive compensation program. The Foundation is seeking an experienced Community Engagement and Events Officer for a two-year contract.

Reporting to the Director, Marketing and Communications, the Community Engagement and Events Officer responsible for the planning and coordination of all logistics and staging associated with foundation-based fundraising events, as well as all engagement and recognition events, ranging from 10 guests to +1,200 guests.

The Community Engagement and Events Officer will also execute the community engagement and event program in a way that builds brand awareness, engages donors and prospective donors, and strengthens relationships that help advance philanthropic support for St. Joseph's innovative care and research programs.

As part of the Marketing and Communications team, the Community Engagement and Events Officer is a highly motivated, organized and detail-oriented individual, who is able to work independently to deadline and handle multiple priorities with tight timelines.

The Community Engagement and Events Officer works collaboratively across all teams within the Foundation to support its mission to inspire community investment in healthcare excellence at St. Joseph's.

Essential Qualifications

- Post-secondary degree, in a related field (Marketing, Communications, Public or Community Relations)
- 5+ years of related work experience.
- Ability to work independently on several projects concurrently, with excellent communication, organizational and creative thinking skills.
- Strong project management ability with proven track record in developing and implementing event/project plans.
- Strong initiative and customer service orientation.
- Flexible, energetic and able to work under pressure.
- Excellent written and oral communication skills.
- Ability to examine information or a situation, make recommendations and/or solve problems.
- Ability to achieve thoroughness and accuracy in all tasks.
- Discreet and able to maintain confidential information and knowledge of protocol for specific situations.

Immunization Requirements

- Provide documentation you have received three doses of the Covid-19 vaccine (primary series, boosters and/or XBB) OR one dose of XBB vaccine at least 14 days prior to the start date.
- Provide vaccination records or proof of immunity against measles, mumps, rubella and varicella (chicken pox)
- Provide documentation of the Tuberculosis skin testing

Your interest in this opportunity is appreciated.

*Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to.
Only those under consideration will be contacted.*